

## Foundation-only Permit Submittal Requirements

### Submit to Inspection Services Division:

1. Completed Building Permit Applications and Occupancy Permit Application.
2. Two (2) full sets of foundation plans, 100% complete.
3. Two (2) Sets of base building (shell) plans meeting submittal requirements for new buildings.
4. Two (2) sets of superstructure plans to include the following at a minimum:
  - Structural load calculations for the entire building including wind, snow, live and dead loads;
  - Complete set of structural plans;
  - Height and Area calculations;
  - Architectural elevations and sections.
5. Payment of Foundation-Only Permit fee of \$250.00. Payment of the filing fee associated with the base building permit.
6. Completion and submittal of Complex Structures Agreement (for projects requiring a Complex Structures Agreement) relating to the foundation portion of the construction. This includes; Building owner, Structural engineer, Soils inspection agency, Inspection agency superstructure, concrete contractor and the General contractor.
7. **NOTICE:** All plans must be wet stamped and signed by the appropriate design professionals.

### Obtain Approvals from other Departments:

Public Works Engineering

Planning Division

Forestry Division

### Estimated Timeframes for Approval of Foundation-Only and Building Permits:

Prior to submittal for Building and Foundation Permits, a pre-submittal meeting **must** be scheduled. The purpose of this meeting will be to determine whether the criteria and submittal documents for a Foundation-Only Permit, **and a full Building Permit** have been met. The applicant will be required to bring a copy of the proposed building plans to the meeting. City staff will not conduct a plan review to determine code compliance during this meeting.

Subject to the current workload, Inspection Services' review and approval of a permit to begin construction of the foundation only portion of the building, will generally take 10 working days from time of submittal, provided the plans meet the criteria above. This does not include approval time from other Departments or Divisions. This time frame does not include the possible suspension of plans due to issues discovered during plan review. If issues are found, this office will immediately contact the design professional.

Inspection Services' review and approval of a permit for the construction of the **superstructure** generally takes 30 working days from time of submittal of 100% complete building plans. This review includes all mechanical, electrical and plumbing plans. **These review times may vary depending on the workload at the time of review. Every effort is made to complete the plan review within the noted time frames.** Review and approval times from other Departments or Divisions may take more or less time.

### Scope of Work Permitted

Under a **Foundation Permit**, construction of footings, grade beams, columns, and foundation walls off footings will be permitted to lowest excavated point of the building only. No trade work or slab (slab on-grade or elevated slab) construction is permitted under a foundation permit. Construction must stop when those elements are complete until a full Building Permit is issued. Failure to abide with these requirements will result in the issuance of a STOP WORK order.

**The above outlined requirements are subject to review and can be changed without notice.**

**Revised 10/06/11**